



Republic of the Philippines
Department of Education

AUG 05 2024

DepEd MEMORANDUM
No. **042**, s. 2024

**FILLING-UP OF VACANT DEPED-AUTHORIZED
POSITIONS IN ALL OFFICES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) is committed to ensuring that all governance levels have the required manpower complement to ensure the effective and efficient delivery of basic education services.
2. Based on the Department of Budget and Management-Government Manpower Information System (DBM-GMIS) as of May 2024, DepEd has 46,703 vacant positions out of 1,030,897 total authorized positions, which can be attributed to several reasons based on gathered reports. The remaining vacant items pose a challenge to the operations of offices and to the absorptive capacity of DepEd. Further, these challenges affect the approval of subsequent proposals for the creation of items from the DBM.
3. The **Bureau and Service Directors** in the Central Office, **Regional Directors** (RDs), and **Schools Division Superintendents** (SDSs) are instructed to exhaust all measures to expedite the hiring and filling-up of all vacant DepEd-authorized positions, including the newly created teaching and school-based non-teaching positions for Fiscal Year (FY) 2024.
4. The enabling mechanisms for the expeditious filling-up of items are captured in the following policy guidelines:
 - a. Civil Service Commission Resolution No. 1800582 dated June 13, 2018, which grants DepEd exemptions to Sections 30 and 96 of the Omnibus Rules on Appointments and Other Human Resource Actions;
 - b. Part V (D), Item 57 of DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), on the validity of Registry of Qualified Applicants (RQA); and
 - c. Sections 82, 90, and 91 of DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), which allows the creation of sub-committees that shall serve as an assistorial body to the Human Resource Merit Promotion and Selection Board, among others.
5. To strictly monitor the filling-up process, all field offices must accomplish a catch-up plan, which can be downloaded through this link: bit.ly/UnfilledCatchUpPlan. The


completed catch up plan must be submitted to the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) **on or before August 9, 2024**, through this link: bit.ly/HiringCatchUpPlan. The catch-up plan for Central Office vacant items shall be prepared by the BHROD-PD.

6. All Offices are also instructed to ensure accurate data reports on filled and unfilled items through the timely updating of the Personal Services Itemization and Plantilla of Personnel and DBM-GMIS database. Other monitoring tools, such as the Program Management Information System, Quick Count for FY 2024 items, and the Deployment Monitoring Tool for school-based nonteaching items, shall likewise be updated.

7. For more information, all concerned may contact the **Bureau of Human Resource and Organizational Development-Personnel Division** through email at bhrod.pd@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.




SONNY ANGARA
Secretary

Reference:

DepEd Order (No. 019, s. 2022)

To be indicated in the Perpetual Index
under the following subjects:

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